

Steps to Employment with AdaptAbilities

1. Complete a Criminal Record Check (CRC) prior to employment. This record check will cost between \$30 - \$35 and is the responsibility of each candidate. We accept CRC's done within the last 6 months. Please allow approximately 2 weeks to attain a new CRC. If candidate is wanting employment immediately, RCMP locations may be able to produce one on the spot.
2. Complete the Availability Form and the Pre-interview Questionnaire. It is important to be honest when filling out these forms as we are committed to finding quality placements for our families and employees.
3. Gather all required documents for the application package. No applicants will be considered without the following documents.
 - a) Resume
 - b) Clear criminal record check
 - c) 3 references
 - d) Availability Form
 - e) Pre-Interview Questionnaire
4. Mail or drop your application package to our office located at:

AdaptAbilities
11226 75 Ave.
Edmonton, AB
T6G 0H3
5. After a positive review of your application package, we will proceed to match your availability with the placements available. Once a match has been found, you will be invited to meet with our Placement Coordinator to review all potential placements. Once a successful match has occurred, the formal interview will proceed.
6. The successful candidate will then be required to attain First Aid within the first 3 months of employment. We will also assist the candidate in completing an Intervention Record Check Form. We require this form back within one month of employment to complete candidate's file.
7. Now an employee of AdaptAbilities, you will be contacted by the selection team to set up a meeting with the potential placement called a Pre-Placement Visit (PPV). If mutual for both parties, placement will be confirmed.
8. An orientation is then booked with our office where we will review policies and procedures. The offer of employment is now finalized.

Feel free to call our office at (780) 431-8446 for further information or check out our website at www.adaptabilities.ca